

PRUDENCE ISLAND WATER DISTRICT

Minutes of Meeting, Saturday, April 12, 2014

Board Meeting Call to Order, 1:10 p.m. Present were Moderator Harry Sterling; Clerk Martha Fuller; Board Members Bill Silvia, Philip Brooks, Ann Marie Lockwood. A quorum was present. Also present: Moderator-elect Robin Weber, Operations Manager Bob Marshall, System Manager Will Capron, Office Manager Donna Hammann, David Buffum.

Approve minutes for March 8 and 27, 2014. Philip Brooks moved, Ann Marie Lockwood seconded, to approve the minutes of March 8. Passed unanimously. Philip Brooks moved, Ann Marie Lockwood seconded, to approve the minutes of March 27. Passed unanimously.

Review and accept three Position Descriptions. Martha Fuller moved, Philip Brooks seconded, to approve the Operations Manager Position Description. Passed unanimously. Philip Brooks moved, Martha Fuller seconded, to approve the Office Manager/Bookkeeper Position Description. The Board suggests the Office Manager/Bookkeeper keep track of other tasks as they occur. Passed unanimously. Philip Brooks moved, Martha Fuller seconded, to approve the System Manager Position Description. Passed unanimously.

Review and accept Personnel Manual revisions. Philip Brooks moved, Martha Fuller seconded, to approve the Personnel Manual as revised. After extensive discussion of the Paid Time Off provision, the Board voted unanimously to approve the Personnel Manual and revisit the question in a year.

Review Treasurers Report and Finances of District. Martha Fuller moved, Philip Brooks seconded, to approve the Treasurer's Report. Passed unanimously.

Authorize technical assistance in QuickBooks set up, to prepare for federally funded projects. Ann Marie Lockwood moved, Philip Brooks seconded, to authorize the assistance, pre-approved to a maximum cost of \$750. Passed unanimously.

Adopt resolution authorizing the Bridge Loan. Martha Fuller moved, Philip Brooks seconded, to adopt the resolution. Passed unanimously.

Operations Manager Report. Submitted to the Board.

April-May Board Objectives for Operations Manager. Martha Fuller moved, Philip Brooks seconded, to approve the Objectives, adding a determination of the costs and alternatives for Indian Spring Well #1. Passed unanimously.

Adjourn